



Introducing a New Course Offering at Tulalip College Center Offered through Everett Community College

Microsoft Excel 2016 Training – 5 Credits










Course Name: BT 242 Excel

Days: Tuesday and Thursday

Time: 2 p.m. - 4 p.m.

Prerequisite: CL 101 or Instructor Permission

Course Description: Presents intermediate through advanced techniques in Microsoft Excel. Emphasis on creating professional-looking workbooks, using templates, creating multiple worksheets and using functions.

-  Creating and Editing Workbooks
-  Working with Formulas and Functions
-  Creating and Editing Charts
-  Formatting and Organizing Data
-  Working with Workbooks
-  Using Advanced Functions
-  Creating Forms and Protecting Workbooks
-  Recording and Editing Macros
-  Customizing Excel

Classes begin Tuesday, January 10

*For more information (EvCC):
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